JOB DESCRIPTION

Title:	**POLICE COMPUTER SYSTEMS SPECIALIST**
Department:	Police
Class Code:	3230
FLSA Status:	Non-Exempt
Effective Date:	August 15, 1998 (Rev 12/02)
Grade Number:	20

GENERAL PURPOSE

Under the general supervision of the Assistant Chief of Police performs complex professional work in police systems data analysis used in criminal investigations, white collar crime and crime forecasting; integrating with the Murray Information System general mission.

EXAMPLE OF DUTIES

*-- Acts as systems administrator for the various Police Department computer resources including RSM and Department laptop Program. Participates in system development, analysis, programming, and support activities for police systems. Oversees testing of system, data conversion and implementation of new system(s) and link-ups with other systems and locations.

*-- Networks Police laptops to Spillman and Intranet servers; replaces failed components and installs software as it relates to the Spillman server; monitors equipment enhancements and computer industry advancements to determine needs and feasibility of computer upgrades; installs upgrades as approved. Performs general police laptop maintenance; assures proper system interface; works with the MIS department in networking any equipment to servers; all networked PC's within the Police department are the responsibility of the MIS department. As such, any software updates to desktops will be coordinated with MIS.

*-- Prepares requests for bids for proposed projects utilizing technical experience and knowledge. Recommends purchases of hardware and software needed to operate system. Oversees hardware and software maintenance activities. Obtains further technical assistance for repairs when required.

*--   Builds and maintains crime trend and analysis data bases utilizing a number of software
        programs and technologies and facilitates the exchange of database information with
        crime mapping and other related analytical software packages. Creates timelines, flow
        charts and link analysis to assist in solving investigations or to assist in analyzing
        intelligence information.

*--   Researches criminal data in response to internal and external information requests;
        responds to information requests in accordance with applicable laws, rules, and
        regulations; maintains a record of information disseminated for tracking purposes; enters
        crime analysis information into a variety of systems and databases; utilizes software
        programs and databases and recommends design changes to the intelligence information
        database as needed; operates ESRI and ArcView computer programs to create
        deployment maps and other geographic data; coordinates departmental GIS needs with
        other city-wide GIS personnel including attending GIS coordination meetings;
        recommends additional tools, training and programs to increase efficiency.

*--   Works closely with the MIS Department staff in developing, coordinating and
        maintaining an effective and efficient partnership related to all aspects of
        software/hardware acquisition and interface, design/development, upgrades and systems
        maintenance.

*--   Attends various administrative, task force or advisory meetings; participates in problem
        solving activities and negotiations; Attends seminars, classes and other technical oriented
        meetings; works with technical manuals to solve problems and remain current with new
        skills.

*--   Prepares Police Department budget. Tracks and reports police department budget to
        department and division heads.

*--   Preserves system integrity. Develops, implements and monitors law enforcement
        systems, policies and controls to ensure data accuracy, security, and legal and regulatory
        compliance. Ensures that the Police Department's network and personnel are in
        compliance with all applicable laws, rules, regulations, policies and procedures governing
        the manual and automated systems used within the Department.

*--   Collects, prepares and transmits departmental statistical data to the State of Utah Bureau
        of Criminal Investigations (BCI) each month.

*--   Analyzes current methods, clearly defines problems and recommends solutions. Assists
        in the development of hardware and software specifications directly relating to Spillman
        and CDPD.

*-- Works directly as a user on midrange computer systems, CDPD, air cards, personal computers, workstations, and all related peripheral devices, often in coordination and under the general mission of Murray Information Systems Department. Evaluates and recommends to MIS Department communication interface within various systems.

*-- Performs problem solving activities on the police servers for both software and hardware systems. Assists others in defining problems and effecting corrective action to restore desired operating levels. Develops data base in conjunction with MIS Department.

*-- Trains users and other peers in use of appropriate police application programs and systems providing ongoing technical support to ensure users maintain appropriate skills.

-- Competent to work at a high level on Police Department GEO base application, working in cooperation with City and 911 GEO base compatibility, interfacing compatibility with Murray MIS Department.

-- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

-- Associates degree from an accredited college or university in criminology, statistics, computer science, information systems, social or behavioral sciences, or related field plus three (3) years of PC operating systems environment, i.e. UNIX, Windows, OR any equivalent combination of education and experience.

Special Requirements

-- Extensive knowledge of Records hardware and software laptops and communications systems applications and equipment preferred.

-- Working knowledge of Spillman police reporting system highly desired.

Necessary Knowledge, Skills and Abilities

-- Competent working knowledge of FBI and state of Utah Incident Based Reporting and Uniform Crime Reporting Systems.

-- Proficiency in UNIX administration, GIS utilities and mapping; working knowledge of Windows.

-- Proficiency in system analysis and system implementation; knowledge of documentation requirements and skill in technical writing.

-- Ability to perform work with speed and accuracy; organize assigned work and develop effective work methods.

-- Ability to develop and maintain effective working relationships with the public, coworkers and superiors.

-- Ability to exercise independent judgment while performing analysis and in making determinations.

-- Ability to work with and understand Windows, PERL programming language and other operating systems.

-- Ability to work with query report writer systems and knowledge of writing queries from reporting systems.

-- Ability to work in coordination with criminal investigators in sophisticated technological, white collar and computer crime investigations.

-- Ability to access police intelligence data banks such as RMIN, ULEIN for analysis of criminal intelligence files.

-- Ability to communicate effectively both orally and in writing with both technical and non technical people.

-- Ability to design and implement jobs; ability to implement and maintain various modules of police systems software, ability to recognize, analyze and solve program and procedural problems.

TOOLS & EQUIPMENT USED

-- Personal computer, including word processing and spreadsheet software; mainframe computer system, records computer server, intranet server; phone, fax machine, copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- While performing the duties of this job, the employee is frequently required to sit, walk, talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

--   The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

--   Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE:_____

EMPLOYEE'S SIGNATURE: _____ DATE:_____

H. R. DEPT. APPROVED BY: _____ DATE:_____

*Essential functions of the job.